

Coordinating Committee for History in Arizona

By-Laws

As Amended May 24, 2002

Article I Name

Section a. This organization shall be known as the Coordinating Committee for History in Arizona, hereinafter referred to as the Committee or CCHA.

Article II Purpose

Section a. The purpose of the Committee is to:

- Promote a greater awareness of and appreciation for history in the community at large.
- Develop channels of communication between historians and persons in other disciplines, between professional and amateur historians, and between historians inside and outside of academia.
- Serve as a forum for historians who are not affiliated with academia or historical institutions.
- Advance the professional development and career opportunities of historians in Arizona.
- Serve as an advocate to protect historical resources and promote historical knowledge in the schools and among the general public.

Section b. The Committee is a non-profit organization. The Committee shall conduct its activities in accord with the non-profit and tax-exempt regulations and laws of the State of Arizona and of the United States.

Section c. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall it in any manner or to any extent participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office; nor shall it engage in any activities that are unlawful under the laws of the State of Arizona, the United States of America, or any other jurisdiction where such activities are carried on; nor shall it engage in any transaction defined at the time as “prohibited” under Section 501(c)(3) of the Internal Revenue Code.

Article III Membership

Section a. Any individual interested in history who pays annual dues shall be eligible for voting membership in the Committee.

Section b. Any student enrolled at a college or university who pays annual dues shall be eligible for non-voting student membership in the Committee.

Section c. Institutions which pay annual dues shall be eligible for voting membership in the Committee under provisions established by the Executive Board. An institution’s vote may be cast only by its director or a designated proxy.

Section d. All memberships shall begin on the first of the calendar year and expire at the end of that year. New memberships started after October 15 will expire at the end of the following calendar year.

Article IV Officers

Section a. The officers of the Committee shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section b. The President shall preside at all meetings, exercise the usual functions of a presiding officer, appoint all committees that may be deemed desirable, perform such other duties usually pertaining to that office, and be the chief executive officer of the Committee.

Section c. The First Vice President shall assist the President, perform the duties of the President during the latter's absence, and succeed to the office of President in the event it becomes vacant. In addition, the First Vice President shall be responsible for managing all affairs relating to membership, including keeping the names and addresses of all members in good standing.

Section d. The Second Vice President shall be responsible for arranging the public programs sponsored by the Committee, including but not limited to workshops, conferences, seminars, and colloquia. In addition, the Second Vice President shall perform the duties of the President in the event of the President's and the First Vice President's absence.

Section e. The Secretary shall keep an accurate record of all proceedings of the Committee, have charge of all of the Committee's records and papers, keep an accurate copy of the By-Laws and make them available to members upon request, conduct the correspondence of the Committee, give to all members due notice of all meetings, and perform such other duties usually pertaining to that office.

Section f. The Treasurer shall keep an accurate account of the financial transactions of the Committee, render bills for and collect all money due the Committee, pay out such sums as may be directed by the Committee or the Executive Board, make a report of the financial condition of the Committee at meetings, and perform such other duties usually pertaining to that office.

Article V Executive Board

Section a. A nine-member Executive Board (hereinafter the Board), consisting of the five officers of the Committee, the immediate Past President, and three members elected at large by the membership, shall have charge of the affairs of the Committee, subject to these By-Laws and to any specific direction of the Committee.

Section b. Each Board member shall have one vote, exercisable in person only. Meetings of the Board shall be held upon the call of the President or upon the written request of five members of the Board. A quorum of five members shall be needed to conduct business.

Section c. If a vacancy occurs on the Board, the remaining members shall appoint a replacement for the duration of the term. If the position of Past President becomes vacant, the Board shall appoint a member at large to serve for the duration of the term only.

Section d. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year.

Article VI Election of Officers and Board Members

Section a. The officers of the Committee and Board Members shall be elected annually by a plurality of those members voting in a mail ballot.

Section b. At least four months before the Annual Meeting, the President shall appoint a Nominating Committee of three members. The Nominating Committee shall nominate officers and Board members for the ensuing year and present its nominations in writing to all members of the Committee in a mail ballot postmarked at least six weeks before the Annual Meeting. A write-in section on the ballot shall be provided for each office and board position. Members shall return ballots to the Secretary by mail, postmarked no later than one week before the Annual Meeting. Results of the election shall be announced at the meeting.

Section c. Officers shall serve one-year terms, taking office at the Annual Meeting and serving until their successors are elected or appointed. Officers may serve unlimited consecutive terms except for the President, who is limited to two consecutive terms.

Section d. Board members elected at large shall serve staggered three-year terms, with one such member elected each year. At-large Board members shall not serve more than one term. At-large members who are appointed to the Board to fill a vacancy may serve one full term in addition to their initial partial term.

Article VII Meetings

Section a. The Annual Meeting of the Committee shall be held once a year at such time as the Executive Board shall determine. The purpose of the Annual Meeting shall be to install newly elected officers and Board members, hear reports on the Committee's finances and activities, and conduct the general business of the Committee. Notice of the Annual Meeting shall be given to all members at least twenty-one days in advance of the meeting date.

Section b. Special meetings may be called at any time by a majority of the Executive Board or by petition of at least ten percent of the Committee's members. Such petitions must be received by the Secretary thirty days in advance of the proposed meeting date. Notice of any special meeting shall be given to all members at least twenty-one days in advance of the meeting date.

Section c. At all meetings, a quorum shall consist of those members present.

Article VIII Dues and Fiscal Year

Section a. Individual membership dues in the Committee shall be annually due and payable during each calendar year. Student members shall pay dues at half the rate of regular members. Institutional members shall pay dues as set by the Executive Board at no less than four times the rate paid by regular individual members.

Section b. Special assessments or an increase in dues must be approved by a two-thirds affirmative vote of the members present at any Annual Meeting or special meeting of the Committee. For such a vote to take place, written notice of the proposed assessment or dues increase must be sent to all members of the Committee with the notice of the meeting.

Section c. The fiscal year shall begin on the 1st of October and close on the following 30th of September.

Article IX Amendments

Section a. These By-Laws may be amended by the affirmative vote of two-thirds of the members present at any meeting of the Committee, provided that copies of the proposed amendments are sent to all members of the Committee at least twenty-one days in advance of such meeting.

Section b. The Executive Board or any member with voting privileges may propose amendments for distribution by the Secretary.

Article X Distribution and Dissolution

Section a. The dissolution of the Committee shall be done in accord with existing statutes of the state of Arizona and the United States pertaining to non-profit and tax-exempt organizations.

Section b. Upon dissolution or termination of this Committee, all assets remaining after payment of all costs and expenses of such dissolution shall be distributed among non-profit historical or educational organizations located in Arizona.